

How to Use the Solid Waste and Recycling Services Statewide Contract

Contract #: FAC33	Contract Duration: 02/14/01 to 02/13/15
MMARS #: FAC33*	Options to renew: No options available
Contract Manager:	Dana Cerrito, 617-720-3328, Dana.Cerrito@state.ma.us
This contract contains: Small Business Purchasing Program (SBPP), Supplier Diversity Office SDO Contractors and Environmentally Preferable Products (EPP)	
Last change date: 6/20/2014	

Contract Summary

This contract covers a wide range of solid waste and recycling services, with each contractor providing one or more of the following services:

Solid Waste Services	Recycling Services
Municipal Solid Waste (MSW)	White Office Paper
Bulky Waste	Mixed Paper
Asphalt, Brick, Concrete (ABC)*	Paper Shredding/Secure Document Destruction
Construction & Demolition Debris (C&D)*	Old Corrugated Cardboard (OCC)
	Metal Cans and Containers
	Glass Containers
	Plastic Bottles and Containers
	Leaves and Yard Waste
	Food Waste
	Waste Scrap Metal
	Textiles
	Street Sweepings
	White Goods
	Construction & Demolition Debris (C&D)
	Asphalt, Brick, Concrete (ABC)

* These materials must be recycled. Only residual quantities of these materials rejected by recycling facilities may be disposed of through this contract.

Benefits and Cost Savings

- **Contractor Competition** – The contract provides access to a wide range of contractors and services and enables users to obtain quotes and negotiate competitive rates.
- **Resource Management Agreements** – The contract enables users to establish creative “resource management” agreements that incentivize contractors to reduce solid waste, medical waste and hazardous waste disposal through increased recycling. The goal of such agreements is to reduce the overall cost of managing waste materials, and share a portion of the savings with the contractor as an incentive to lower the costs further.
- **Provision of Containers and Equipment** – Contractors are required to provide all the containers and equipment necessary to provide the service. Contract users may either purchase such containers and equipment outright or use them as part of the contractor’s service.

Who Can Use This Contract?

Applicable Procurement Law: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

Eligible Entities:

01. Cities, towns, districts, counties and other political subdivisions
02. Executive, Legislative and Judicial Branches, including all Eligible Entities and elected offices therein;
03. Independent public authorities, commissions and quasi-public agencies
04. Local public libraries, public school districts and charter schools;
05. Public Hospitals, owned by the Commonwealth;
06. Public institutions of high education
07. Public purchasing cooperatives;
08. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
09. Other states and territories with no prior approval by the State Purchasing Agent required; and
10. Other entities when designated in writing by the State Purchasing Agent.

Pricing and Purchase Options

Purchase Options: The acquisition method for this contract is fee for service. The contract also allows for the outright purchase of containers and equipment (if applicable).

Pricing and buying details: Service pricing for each facility is established based on the contractors’ responses to requests for quotes issued by Eligible Entities.

Quotes: While Eligible Entities are not required to solicit proposals from multiple contractors, OSD strongly encourages Eligible Entities to request pricing and service information from at least three (3) contractors to compare pricing and obtain the best value. In soliciting waste or recycling services, Eligible Entities should, wherever possible, prepare in writing for contractors the following information:

- Specific location of facility or facilities for which service is being requested
- A description of such facilities (e.g. office building, school campus, small home, etc.)

- A detailed list of the types of services and products being requested (e.g. solid waste collection, recycling, paper bins, dumpsters, etc.)
- A description of the materials being targeted for specific services (e.g. collection of MSW, recycling of mixed paper and containers and cardboard)
- The specific time frame for which service and pricing is being requested
- Details on the number of collections being requested from which specific locations within the site
- If available, the number and size of dumpsters or other containers currently in place and/or being requested from the contractor
- Available dates and times for a site visit prior to submission of a proposal (if required by the department)

When soliciting responses from Contractors, Eligible Entities should ask for the following information:

- Total price for the services being requested for the required time frame
- Description of the services being offered
- Description of initial training services being offered
- Any alternative proposals to establish or increase recycling programs
- Any other information required by the department to evaluate contractor proposals

Prior to soliciting proposals from contractors, Eligible Entities should examine the Contractor Service and Category Chart found under the vCurrent MBPO on COMMBUYS to determine which contractors offer services in the region for which the department needs a hauler or recycler, and that the services being requested by the department are actually offered by the contractors being contacted. Please note that Eligible Entities should always check with specific contractors to ensure that the required services are offered.

Eligible Entities may solicit at least three (3) quotes from contractors listed to determine which contractor can provide the best value for the equipment being purchased. All that is needed is that Eligible Entities *contact* the three (3) contractors for quotes; you are not required to receive responses from all three (3) contacted contractors.

Price Adjustments: Once pricing quotes have been submitted and accepted by the contract user department, this pricing, including any escalator clauses agreed to by the contract user department, shall remain in effect for the length of the agreement unless both parties agree to such an amendment in writing. Contract users may also choose to amend the terms of the agreement and either add or delete services provided to their facility at any time during the term of the contract. Such amendments may be accompanied by a mutually agreed upon price changes by the contractor and contract user.

Additional Information

Contract Counties/Regions

Contractors offer services either on a statewide or regional basis. Regions have been delineated by county and regional Contractors have identified the areas in which they provide service. Unless geographic restrictions have been noted, a Contractor will provide service to the entire county. The “Contractors’ Service Category Chart” posted under the “vCurrent” MBPO on COMMBUYS details which areas are serviced by which contractors. Please see a list

of regions at the end of this Update. Eligible Entities should note that while general geographic restrictions have been identified on this chart, Eligible Entities should always check with contractors to ensure that the specific services and locations where service is requested are actually offered by each contractor.

Maximizing Recycling

A key component of this contract is the ability of Eligible Entities to select contractors who may provide improved and cost-effective recycling services from one or more of the approved contractors. Eligible Entities should note that some contractors offer specialized services in the recycling arena, focusing on just a few or even one commodity. For example, there are contractors on this contract who specialize in the collection and recycling of food and yard waste, construction and demolition waste, or paper shredding and recycling, as well as in other specific or multiple categories.

While there is no overriding reason to select more than one contractor to provide all of a department's waste and recycling needs, it may be prudent for Eligible Entities to contract with more than one contractor to provide collection services for different materials. In so doing, a department may be able to receive more personal attention for a specific set of recyclable materials and may, in fact, obtain better pricing from certain contractors for identified materials.

When trying to maximize their recycling, Eligible Entities should attempt to adhere to the following guidelines when approaching potential service providers:

- **Designate someone** in your facility to act as the recycling coordinator and identify, if possible, what recyclable items are generated in large quantities that should be the focus of a recycling program;
- Ask your contractor to explain how they might help develop a **recycling program that works and is cost-effective**, including specific suggestions on the types of materials to recycle and the collection and storage system that would work best for you;
- **Include the janitorial staff** when discussing waste management options and ask contractors to propose training and educational activities to promote and sustain a recycling program;
- Ask contractors to **visit your site** prior to providing a quote and proposal;
- Get **top management support** for the recycling program, through a memo, email or other department-wide communication;
- Make sure to request an **initial training session** from your contractor for custodial and facility staff to explain the recycling program, the associated benefits and any specific procedures that need to be followed;
- Work with your contractor to **provide education to all departmental employees** (contractors may charge for this training or Eligible Entities may choose other recycling trainers from the Statewide Training Contract);
- **Retain flexibility** with your contractor to alter the recycling program to change or add materials during the agreement time frame;
- Ask contractors to **provide credits** for recyclable materials that are uncontaminated and have a market value (hint: the more segregated a material the more value it has);

- Even when looking for a single contractor to provide all waste and recycling services, ask them to bid on the waste and recycling components separately to see if pricing might differ between companies;

Eligible Entities should note that there are several state regulations and policies in place which guide all state activities with regard to recycling. These include Executive Order #350 (Clean State Program), Massachusetts Waste Ban Regulations and the 2000 Solid Waste Master Plan which sets a 70% recycling and waste reduction goal by the year 2010. Eligible Entities should make every attempt to begin efforts to reach this statewide goal by or even prior to the deadline set in the plan.

Containers

All contractors offer appropriate containers relevant to the services they provide. However, not all contractors offer all types of indoor and outdoor containers. Eligible Entities should request Contractors to provide information on which containers are available and the cost of such containers as part of a waste and/or recycling service. Alternatively, Eligible Entities may purchase recycling containers and equipment from contractors outright.

When considering such purchasing decisions, Eligible Entities should also refer to Statewide Contract FAC61designatedDEP, which provides a wide range of waste/recycling containers and compost bins. FAC61designatedDEP will be more relevant for municipalities and larger facilities as some of the products on it include minimum order requirements.

Other Contract Provisions

The following terms and conditions were included in this RFR and are now part of the contract requirements:

1. Contractors must collect all waste and recyclable materials in accordance with the Massachusetts Waste Ban Regulations and inform Eligible Entities of said regulations and of any incidences of non-compliance.
2. When providing service to any Department of Corrections facility, contractors must **meet all DOC rules** and regulations, which were specified in the RFR.
3. For all appropriate services, **contractors must provide containers** which are fully enclosed, leak proof, fire retardant, labeled and in good condition (for all outdoor containers).
4. Contractors must **clean containers** on a schedule to be agreed upon by the contractor and contracting facility.
5. No contractor may collect **gravel and fill materials** in connection with public construction projects pursuant to M.G.L. chapter 149, S27.
6. The recycling of **street sweepings** must be done in accordance with the Massachusetts "Final Policy for Reuse and Disposal of Street Sweepings" in order to be used for landfill cover, fill in public ways or as compost.
7. For all **white good collections**, contractors must be capable of (either directly or through a subcontractor) fully removing and recovering all CFCs in accordance with all applicable state and federal regulations.
8. All contractors offering **secure document destruction / shredding services** must be able to offer on-site and/or off-site shredding services, and must provide a certificate of destruction to Eligible Entities for all shredded materials.

9. All contractors must agree to **reduce collection frequency** at department facilities at any time during the agreement period should a facility request such a reduction as a result of greater recycling and/or waste prevention activities. Such reductions in collections should result in associated reductions in price.
10. Contractors must provide a **certificate of recycling**, upon request by a facility or the SSST, which certifies that all materials collected for recycling were actually recycled and not otherwise disposed of.
11. Contractors must be able to provide collection services within **two business days** of a request by a facility and should be prepared to provide on-call collection within 24 hours.
12. Following an agreement to provide waste and/or recycling services to a facility, contractors must provide, at no cost, **initial training/education and assessment services** which include:
 - a. initial facility assessment to identify the most effective and efficient waste and recycling program
 - b. advice on the types of equipment, supplies and other appropriate materials
 - c. an initial training session to explain the collection system(s) to facility staff
13. Contractors may offer additional, more in-depth training, for additional fees.
14. **Invoices may be submitted on a monthly or quarterly basis** and the SSST encourages contractors to include copies of weight slips with each invoice, or itemized tonnage weights for each collection or an estimate of such weights based on volume. Invoices should be mailed to Eligible Entities no later than 14 days following the close of the billing period.

Resource Management Contracting

Eligible Entities are encouraged to use performance based, Resource Management (RM), contracting when soliciting waste and recycling services. An RFQ template, posted under the vCurrent MBPO on COMMBUYS was designed to make bidding for solid waste services easier and save Eligible Entities money by reducing waste generation. As a financial incentive, the RM service provider would receive a portion of the disposal cost savings. For more information on RM, including case studies and a more comprehensive contracting manual, please refer to the [MassDEP Website](#).

Vendor List and Contract Information

The available contractors are listed below. Please refer to the vCurrent MBPO on COMMBUYS.com for updates on vendor contact information, and to the Attachments tab for the "Contractors' Service Category Chart" document.

Vendor Name	Vendor Contact	Vendor Comments	City	State	Email	Phone
ABC Disposal Svcs.	Jerry Dugan		New Bedford	MA	sales@abcdisposal.com	800-310-9111
Acme Metals & Recycling	George Sachs		Springfield	MA	scrap@acmerekycling.com	413-737-3112
Bill's Trucking Co	Bill Allen		Essex	MA	Renaynh@comcast.net	978-768-6900
Capitol Waste Services, Inc.	Linda Scanelli		East Boston	MA	capitolwasteservices@verizon.net	617-567-5830
Charter Environmental, Inc.	Jon Simpson		Boston	MA	jsimpson@charterenvironmental.com	857-246-6800
Cintas Document Management	Paul Malzone		Windham	NH	malzonep@cintas.com	603-425-7856
Dave Wickles Trucking	David Wickles		Hatfield	MA	stephtm18@gmail.com	413-247-9231
DBI Waste Systems Inc	Joseph DiOrio		Everett	MA	joe@DBIWaste.comcastbiz.net	617-389-9656
EL Harvey & Son	Robert Berthiaume		Westborough	MA	RBerthiaume@elharvey.com	508-836-3000
EOMS Recycling Services	Donna Milhomme		Brockton	MA	dmilhomme@eomsrecycling.com	508-587-9686
EOS Approach LLC DBA Proshred Security	Joseph Kelly	Secure document destruction only	Wilbraham	MA	joe.kelly@proshred.com	413-596-5479
Frades Disposal Inc.	Richard Frade		New Bedford	MA	john@fradesdisposal.com	508-995-9121
Mass Hauling	Lois Roobian		E. Weymouth	MA	loisr@mass-hauling.com	781-337-9807
Mid City Scrap Iron	Mark Gitlin		Westport	MA	Mgitlin@midcitysteel.com	508-675-7831
New England Recycling Co Inc	Karin Brady		Taunton	MA	kbrady@nerecycling.com	508-822-4345

Vendor List and Contract Information *(continued)*

Vendor Name	Vendor Contact	Vendor Comments	City	State	Email	Phone
Republic Services (formerly Allied Waste)	Sandra Etre		Tyngsboro	MA	sandy.etre@awin.com	508-721-2314x588
Shred-It Boston Inc.	Lisa Delgado	Secure document destruction only	Woburn	MA	Lisa.Delgado@shredit.com	781-937-0888x233
Southeastern New England Data Destruction LLC	Tino Ciatto		Cranston	RI	tciatto@shreditprovidence.com	401-383-8866
Universal Shredding LLC	Steve Rando	Secure document destruction only	Georgetown	MA	steve@universalshredding.com	978-882-1515
Waste Management of Massachusetts, Inc.	Cindie Leonard		Westborough	MA	cleonard2@wm.com	508-549-8066

Strategic Sourcing Services Team Members

Beverly Astley	Department of Mental Health
Charlie Tuttle	Executive Office of Environmental Affairs
David O'Neill	Department of Conservation & Recreation
Earl Little	Department of Mental Retardation
Eric Friedman	Executive Office of Environmental Affairs
Francis Tagan	Division of Capital Asset Management
Joanne Bissetta	Executive Office of Environmental Affairs
John Crisley	Division of Capital Asset Management
Marcia Deegler	Operational Services Division
Randal Cabral	Department of Public Health

Summary of Where to Obtain Important Contract Information in COMMBUYS

To obtain in depth contract information please go to the COMMBUYS.com website, click on Advanced Search (magnifying glass icon), search for Contracts/Blankets, and type FAC33 into the Brief Description field. Then click Find It. In the search results, click on the vCurrent MBPO to access:

- **Contract User Guide** – the latest version of this document
- **Contractors' Service Category Chart** – information on the materials collected and geographic area covered by each contractor.
- **Request for Response (RFR) FAC33** – the original solicitation document containing complete service specifications for this contract.
- **Purchase Order Form for Cities and Towns** – a form designed to help Eligible Entities document their service relationships with Contractors.
- **Sample RFQ for Resource Management** – a Request for Quote template for larger facilities that would like to incentivize their waste and recycling service providers to maximize reuse and recycling and to reduce waste disposal.

How to use this contract in COMMBUYS

Contract Structure

This contract has been set up as a distributor model Master Blanket Purchase Order in COMMBUYS. All vendors may be found under the vCurrent MBPO, on the Vendor tab, Distributor sub-tab.

There is one general category line item for all vendors, for the full range of waste & recycling services offered. Pricing can be obtained directly from the vendor based on the project scope, and entered into this general category line item for ordering.

How to place an order

1. Obtain quotes outside of COMMBUYS from vendors on FAC33. Reference the vCurrent MBPO for a list of vendors. The vCurrent MBPO can be found by performing an Advanced Search and entering "FAC33" in the Contract/Blanket description field.
2. Once quotes are received, initiate a new Requisition. Do **not** check the Solicitation Enabled box.
3. On the Item tab, click Search Items. Using the advanced search, Enter FAC33 in the Description field and "Solid Waste" in the Item description.
4. Select the corresponding search result and click Add to Requisition & Exit.
5. On the next screen detailing the item, click Enter Info. In the Catalog Price/ Unit field enter the quote amount. Once all info is entered, click Save & Exit.
6. Click on the Vendor subtab under Items, and choose Change Vendor; this is where you will select the vendor you have chosen for the service.
7. Attach your Statement of Work and any other pertinent documents in the Attachment tab, making sure to check the box that says Show to Vendor.
8. The next tab is the notes tab. This is where you can add notes.
9. The Reminders tab can be used for internal reminders.
10. Review the Summary Tab, and then Submit for Approval.